



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 7301.112
FDA-33/cvp
8 Sep 1986

MARINE CORPS ORDER 7301.112

From: Commandant of the Marine Corps
To: Distribution List

Subj: Accounting for Collections of Family Housing Receipts

Ref: (a) NavCompt Manual, Vol. 7

Encl: (1) NAVCOMPTNOTE 7045 NAFC-6142 NCF 19-86 of 28 Jul 1986

1. Purpose. To revise the accounting procedures for proceeds generated by the operation of family housing facilities.

2. Cancellation. MCBul 7300 of 24 Mar 1986.

3. Information. Enclosure (1) provides revised accounting procedures for proceeds generated by operation of family housing facilities. The following changes are effective 1 October 1986.

a. The Commandant of the Marine Corps will manage and execute an unfunded reimbursable program under the Family Housing, Navy, and Marine Corps appropriation (17_7035) and issue quarterly allotments (direct funding vice reimbursable Budget Project 96 funding as used in the past), via NavCompt Form 372, to defray operation and maintenance expenses in accordance with applicable statutes.

b. Housing management activities will credit family housing security deposits (refundable) to the Working Fund/Security Deposits, Suspense, Navy (17X6875.1250).

c. Housing management activities will credit collections listed in paragraph 074541-3c of reference (a) to the annual Family Housing, Navy and Marine Corps appropriation (17_7035).


4. Action

a. Addressees will take appropriate action to implement procedures for accounting for collections of family housing receipts contained in enclosure (1) effective 1 October 1986. Special guidance and instructions are contained in paragraph 7 of enclosure (1).

b. Addressees will establish local controls to ensure that obligations/expenses are not incurred under/transferred to Family Housing, Navy, and Marine Corps allotments until receipt of documentary evidence that collections (reimbursements) of equal or greater amounts have been credited to the Family Housing, Navy, and Marine Corps appropriation in accordance with guidance contained in paragraph 5 of enclosure (1). (Examples of documentary evidence are: NAVCOMPT Form 634, paid copy of [NAVCOMPT Form 2277](#), etc.) NavCompt Form 372 allotment authorizations issued by the Commandant of the Marine Corps will contain the above restriction.

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5. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.


E. T. COMSTOCK
Fiscal Director
of the Marine Corps

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DEPARTMENT OF THE NAVY
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8 Sep 1986

CANC FRP: Jun 87
IN REPLY REFER TO

NAVCOMPTNOTE 7045
NAFC-6142
NCF 19-86

28 JUL 1985

NAVCOMPT NOTICE 7045

From: Comptroller of the Navy

Subj: ACCOUNTING FOR COLLECTIONS OF FAMILY HOUSING RECEIPTS

Ref: (a) NAVCOMPTNOTE 7045 NAFC-614 NCF 1-83 OF 4 OCT 82
(CANCELLED)
(b) NAVCOMPT MANUAL

1. Purpose. To revise the accounting procedures for proceeds generated by the operation of family housing facilities. Reference (a) is cancelled.

2. Background. Section 2831 of Title 10 of the United States Code makes proceeds from operation of family housing (including mobile home facilities) available to defray the costs of operation and maintenance of family housing. Advance rental and utility payments are held in deposit fund accounts Housing Rentals, Navy (17X6850) and Suspense Navy, Working Fund/Security Deposits (17X6875.1250) until earned (one month). During the next month the Housing Management Activities (HMA) transfer these deposits to the performing appropriation Family Housing, Navy and Marine Corps 17_7035. The HMA then spends these transferred amounts by transferring to the unfunded reimbursable program costs already charged to direct funds.

The Office of the Secretary of Defense (OSD) and the Treasury Department now require that advance payments be deposited directly to performing appropriations rather than being held in suspense accounts.

3. Discussion. The balance in 17X6850 is growing by more than one million dollars per year which shows that some amounts are not transferred into the performing appropriation when earned. This deposit account growth gives the impression that the family housing program is overfunded because the net result is the loss of resources. Large deposit account balances can be used as a rationale for budget cuts. During this period of austere funding every effort must be made to execute the family housing program efficiently.

ENCLOSURE (1)

To alleviate these problems and to implement OSD and Treasury Department guidance 17X6850 will not be available for advance rental payments nor will 17X6875.1250 be available for advance utility payments after 30 September 1986. Instead, activities will deposit these advance payments to the performing appropriation 17_7035. Account 17X6875.1250 will be used only for refundable security deposits. Once its balance is cleared 17X6850 will not be available for any transactions. Another change is that the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) and the Commandant, Marine Corps (CMC) will manage and execute the unfunded reimbursable program entirely at headquarters.

4. Policy. The following changes are effective 1 October 1986.

a. Family housing security deposits (refundable) will be deposited to 17x6875.1250.

b. Other family housing proceeds will be deposited directly to 17_7035.

c. COMNAVFACENGCOM and CMC will manage and execute the unfunded reimbursable program and collections at headquarters.

5. Procedures. The following procedures are effective 1 October 1986.

a. HMAs will credit security deposits to 17X6875.1250. For the cost code field use the disbursing officer unit identification code with the remainder of the field zero filled.

b. HMAs will credit collections listed in paragraph 074541-3c of reference (b) to 17_7035 using the following accounting elements. Zero fill unused fields.

<u>APPN/SUBHEAD</u>	<u>Obj</u> <u>Class</u>	<u>BCN</u>	<u>AAA</u>	<u>TT</u>	<u>Cost Code</u>
17*7035.2552	007	HMA	00025	3C	1/
or		UIC	or		
.2751			00027		

1/ Disbursing Officer UIC followed by zero fill

* Denotes last digit of fiscal year of collection.

c. HMAs will charge refunds of advance rental and utilities to 17_7035 cost account 93JO.

d. HMAS will ensure deposits are made in a timely manner in accordance with paragraph 043003 of reference (b).

e. COMNAVFACENGCOM and CMC will issue unfunded reimbursable authority quarterly as increases to direct funds on Allotment/Suballotment Authorizations (NAVCOMPT Form 372) according to paragraph 035975 of reference (b). These increases or decreases will be based on budget estimates, HMA deposits and the Centralized Expenditure Reimbursement Processing System (CERPS) report. A violation of 31 U.S. Code 1517 (formerly part of Section 3679, R.S.) will exist if on 30 September total obligational authority issued on NAVCOMPT Forms 372 exceeds direct allocation received plus collections.

f. COMNAVFACENGCOM and CMC will establish unfunded reimbursable obligations and earnings by offsetting from field reports, an amount proportional to CERPS collections or to reimbursable increases included in NAVCOMPT Form 372 allotments.

g. The new procedures will not change the current method of accounting for prior year funds.

6. Action. All Navy activities involved in the administration of family housing and the CMC will comply with this instruction and will take the specific actions listed below.

7. Special Guidance. After close out of Fiscal Year 1986 the following actions will be accomplished.

a. HMAs will review 17X6850 and 17x6875.1250, validate their balances then transfer documented traceable amounts to the fiscal year where they were earned. Use 1767035 and 1757035 for amounts earned in fiscal years 1986 and 1985 respectively and 17M7035 for amounts earned prior to 1 October 1984. These actions should be completed by 31 December 1986.

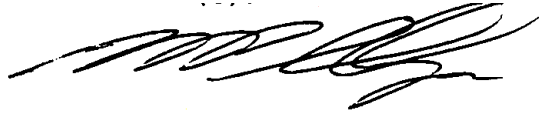
b. After the above actions are complete, COMNAVFACENGCOM and CMC will review 17X6850 and transfer traceable documented amounts to appropriate fiscal year accounts as listed in subparagraph a. Then COMNAVFACENGCOM will transfer all untraceable balances to the Navy General Fund Receipt Account 173210 (Defense Military, not otherwise classified). There should be no balance in 17X6850 after 28 February 1987.

8. Form. The following form is available through normal Navy supply channels per NAVSUP P-2002.

<u>FORM NUMBER</u>	<u>TITLE</u>	<u>STOCK NUMBER</u>	<u>UNIT/ISSUE/PRICE</u>
NAVCOMPT 372	Allotment/ Suballotment	0104-LF-700-6701	PAD/100 \$1.40

9. NAVCOMPT points of contact for questions concerning the new procedures are Mr. Lee Mills, (NAFC-6142) or Mr. Ronald Warner, (NAFC-6141) on extension (202) 697-6681 or autovon 8-227-6681.

10. Cancellation Contingency. This notice is cancelled when the provisions are incorporated in reference (b).



R. A. PHILLIPS
By direction

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